



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Future Leaders in Planning (FLIP) Program Participant Code of Conduct

Attendance

- The CMAP office is located at Willis Tower, Suite 800 (233 South Wacker Drive, between Jackson and Adams). Each student must check in with the Security Desk on the Franklin side. Students should always bring a state-issued ID if possible. CMAP staff will be available at the Security Desk in the event a participant does not have an ID.
- The CMAP office opens at 8:30 am so if you arrive early, please proceed to the office on the 8th floor.
- The CMAP office closes at 5:00 pm so please plan to be picked up by that time. Otherwise, you will have to wait unsupervised in the Willis Tower lobby.
- Please arrive on time to each session and stay for the entire class period. Late arrivals and early departures are disruptive.
- If you must arrive late to a session or leave early, please let CMAP staff know beforehand. You can do so by calling (773) 656-5075 or e-mailing rlopez@cmap.illinois.gov. This is especially important if we are on a field visit and away from the CMAP office.
- Please note CMAP staff will contact parent(s)/guardian(s) if a student does not show up for a session. If you need to miss a session, please contact CMAP staff by calling (773) 656-5075 or e-mailing rlopez@cmap.illinois.gov.

Electronic Devices

- Cell phone rings should be turned off during sessions. There should be no talking on cell phones, text messaging, or any other electronic mode of communication during sessions except for emergencies. Should a parent/guardian need to contact you, please have him/her call (773) 656-5075.
- No listening to iPods or other electronic recording devices during sessions.

Participation

- Keep focused on the topics at hand.
- Do not talk out of turn. Wait to be recognized before speaking and do not try to dominate a discussion with your questions or comments – give others a fair opportunity to participate.

Common Courtesy

- Do not read the newspaper during class. The shuffling of pages can be very distracting.
- Show respect for CMAP staff and fellow program participants. Do not interrupt another who is speaking. It is okay to disagree with an idea but it is not okay to ridicule or make fun of another person and his/her ideas. Raised voices, derogatory language, name-calling, and intimidating behavior will NOT be tolerated.
- Do not disturb others by engaging in disruptive behavior. Disruption interferes with the learning environment and impairs the ability of others to focus, participate, and engage.